

ADMINISTRATIVE -- INTERNAL USE ONLY

12 JUN 1972

MEMORANDUM FOR: Chief, Logistics Services Division

SUBJECT : Office Space for 1972 - 73 Fund Drive

1. The Office of Personnel will need working space for the Consolidated Charities Fund Drive, for about four months beginning the latter part of August. We request an area in the Headquarters Building to accommodate twelve employees.

2. During last year's Fund Drive the staff was located in a vaulted area (5 E 2506) with two small cubicles. This arrangement was very satisfactory as it provided the Fund Drive Coordinator and the Finance Officer with some privacy for their work. The large number of classified contributor cards, reports, and ledger books could be left in place at the end of each day, since the vault eliminated the need for securing them in safes. It would be desirable to have a vaulted area once again.

3. In order to approximate the amount of space required, consideration might be given to the following equipment, used during last year's Drive:

- 4 tables (approximately 5 1/2')
- 4 desks (3 with arms)
- 3 tables (24" by 36")
- 12 straight chairs
- 4 swivel chairs
- 2 filing cabinets
- 2 storage cabinets
- 3 4-drawer safes

4. Please let us know the location of the needed temporary space. We appreciate your division's cooperation in other years.

STATINTL

Chief, Benefits and Services Division

OP:BSD [redacted] a (12 June 72)

0 & 1 - Addressee

1 - FDC

1 - CFC file

1 - BSD chrono

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